

**SHEILA
DOUGLAS:**

Hello, everyone. This is Sheila Douglas with the ePlanning team. And today I'm going to show you how to comment on a project using the NEPA Register. Once you are on the NEPA Register, you can do a text search for projects with open comment periods by selecting the box next to Open Comment Period.

After you have found the project you want to comment on, click on the NEPA number and the website will open. You will now go to the NEPA document that you want to comment on and click on the Comment On document button.

The Comment Submission Form will now open. You may title your comment and write in the comment block. You may also cut and paste in the comment block. Another option is to upload an attachment.

Once you have filled in your desired information, then click the Next button at the bottom right. Fill in all the required information marked with the red asterisk. You can add an additional submitter by clicking the gray button. When you've entered the required fields, click the Next button.

Finally, you will need to select Yes or No for the disclaimers and the agreements. Then click Submit at the bottom right, which will provide a Submission Successful message with a submission ID number. You'll have the option to either print or download by clicking the gray buttons on the bottom.

Thank you for watching. And please remember, if you have additional questions, submit a remedy ticket or visit our KRC and SharePoint sites for additional supporting documentation.